The City of MAPLE VALLEY

Department of Public Works and Community Development

New Single-family residential construction Submittal Checklist

The checklist below identifies elements and information necessary for a successful application submittal for a single-family residential building permit.

If you think an item is not applicable to your project, this should be brought to staffs' attention in advance of the submittal. Submittals without all items on this checklist – other than pre-approved exceptions – cannot be accepted at the counter for further processing and will be returned to the applicant. Submittals must be made in person.

The information on this checklist is not meant to be all inclusive and additional materials may be required as review proceeds.

A completed copy of this checklist must be submitted with you application and include documentation of the reason any item on the checklist is not provided.

General

- ☐ Completed building permit application
- ☐ Completed copy of this checklist
- ☐ Certificate of Water availability
- ☐ Certificate of sewer availability
- ☐ Soil amendment calculation sheet
- ☐ Copy of current Washington State Contractors' registration when a contractor will be performing the work
- ☐ Construction drawings to include the following — 5 copies
  - ☐ Site Plan
  - ☐ Foundation Plan
  - ☐ Floor Plan
  - ☐ Framing Plan
  - ☐ Elevation drawings
  - ☐ Building cross section
  - ☐ Energy/ Ventilation
- ☐ Engineer's calculations — 2 copies
- ☐ Roof truss package — 2 copies
- ☐ Engineered floor joist layout — 2 copies
- ☐ Plan review fees — collected at application submittal.

Note: Permit and impact fees — be collected at permit issuance

Site Plans

- ⇒ North arrow
- ⇒ Minimum scale of 1"=20', scaled drawings
- ⇒ Name of designer, signature and date
- ⇒ Lot address and tax parcel number
- ⇒ Plat name and subject property lot number
- ⇒ Adjacent streets, labeled
- ⇒ Lot lines, dimensions and area — all areas in square feet
- ⇒ Existing elevation contour lines in two-foot intervals — show lot-corner elevations for flat lots
- ⇒ Proposed grade elevations

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City of Maple Valley
425 - 413 - 8800
www.maplevalleywa.gov

22017 S.E. Wax Road, Suite 200
PO Box 320
Maple Valley, WA 98038

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- ⇒ Proposed drainage facilities and connections to the storm stub-out
- ⇒ Cut and fill quantities
- ⇒ Clearing limits
- ⇒ Building setback lines and dimensions
- ⇒ All public and private easements and tracts, dimensions and purpose
- ⇒ Location of utilities and utility structures — water, sewer, gas, electricity and storm-water stub-out
- ⇒ Location of exterior mechanical equipment — ground- and roof-mounted air conditioners, heat pumps and other air-handling units.
- ⇒ Location of wells, septic tanks and drainfields
- ⇒ Structures to be removed or demolished
- ⇒ Proposed building footprint, dimensions, area and use — show eave overhangs and bump outs
- ⇒ Driveway footprint, dimensions, area and paving material
- ⇒ Footprint, dimensions and area of walkways, patios, covered decks and other impervious surfaces
- ⇒ Total area of impervious surfaces in square feet.
- ⇒ Lot coverage calculations — (impervious surface area/lot area)* 100 = percent coverage
- ⇒ Critical area and critical-area buffers affecting the lot — wetlands, streams, lakeshore and steep slopes.
- ⇒ Rockery and retaining walls and dimensions
- ⇒ All trees 6-inches in diameter or greater — indicate which are to be removed, retained or planted
- ⇒ Tree protection areas and dimensions

Foundation Plans

- ⇒ Scale of 1/4" = 1 foot
- ⇒ Size and shape of foundation
- ⇒ Location and dimensions of perimeter foundation, isolated footings, concrete slabs, patios, porches, walkways, landings and deck supports
- ⇒ Location and size of exterior and interior bearing footings/foundations
- ⇒ Location, dimensions and size of interior piers
- ⇒ Location, size, grade and spacing of required reinforcing steel
- ⇒ Location, size, embedment and spacing of anchor bolts, hold-downs and post-to-footing connections
- ⇒ Location and size of foundation vents and crawlspace access
- ⇒ Stamped engineering calculations for foundation/ retaining walls over four feet unless supporting a surcharge per IRC R10512.

Floor Plans

- ⇒ Scale of 1/4" = 1 foot
- ⇒ Fully dimensioned floor plan for each floor
- ⇒ Indicate use and size in square feet of each room
- ⇒ Location, size and type of windows and doors
- ⇒ Specify header type and size over each opening
- ⇒ Beam locations, materials, grades, spacing and sizes
- ⇒ Location of plumbing and heating fixtures and equipment
- ⇒ Location of chimneys and fireplaces
- ⇒ Location of all switches, outlets, receptacles and electric appliances
- ⇒ Location of carbon monoxide and smoke detectors
- ⇒ Location of guards and handrails

Framing Plans

- ⇒ Scale of 1/4" = 1 foot
- ⇒ Size, species, grade, spacing and span of all framing members
- ⇒ Location, size, species, grade and height of posts under beams

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- ⇒ Floor joist, ceiling joist, truss and roof rafter size, run direction, span and spacing
- ⇒ Panel identification indexes for floor and roof sheathing
- ⇒ Location and nailing schedule of bearing/shear walls
- ⇒ Show on the drawings the number and sizes of nails connecting wood members or include on drawings the IRC Tables 602.3(1) and 602.3(2)
- ⇒ Interior and exterior braced wall lines and sections consistent with the requirements of IRC R602.10 or provide details on plans designed and stamped by a state-licensed professional structural engineer
- ⇒ Unconventional framing must be designed and stamped by a state-licensed professional structural engineer
- ⇒ Details of any special connection method
- ⇒ Stamped roof truss specifications and layout
- ⇒ Floor layout specifications if I joists or floor trusses are proposed

Elevation drawings

- ⇒ Specify height above finish grade to finished floors, top plate/ceiling and highest point of structure
- ⇒ Specify all finished materials to be used
- ⇒ Depict doors and windows — distinguish between openable and fixed windows, safety glazing
- ⇒ Specify roof pitch and material.

Building Cross-sections

- ⇒ Scale of 1/4" = 1 foot
- ⇒ Cross-section of footings and foundation
- ⇒ Mudsill anchorage and material — cedar or preservative treated
- ⇒ Floor construction — size and spacing of joists or manufactured trusses and insulation
- ⇒ Material and method for post-to-beam connections
- ⇒ Wall construction showing wall interior and exterior finishes, insulation R-value and double top plate
- ⇒ Ceiling construction showing size and spacing of joists and insulation R-value
- ⇒ Roof construction showing size and spacing of joists, rafters or trusses; insulation R-value, sheathing, underlayment and roofing material
- ⇒ Full-height section through stairways , including riser and tread framing dimensions, riser height and tread width, handrail height above tread nosing and clearance to ceiling above the stairs
- ⇒ Full-height section through fireplace and chimney, including reinforcing materials

Energy/Ventilation

- ⇒ Specify selected design approach: component performance, systems analysis or prescriptive
- ⇒ Show compliance with ventilation requirements
- ⇒ Pertinent data and features of the building, equipment and systems, including, without limit, design criteria, exterior envelope components, envelope system U-factors, insulation R-values, size and type of equipment and equipment controls
- ⇒ Include window model numbers, frame type and U-values demonstrating compliance the energy code on compliance forms or on plans as part of a window schedule

CITY OF MAPLE VALLEY

MINIMUM DESIGN CRITERIA

Wind loading ..... 85 mph — R occupancies.....

Exposure..... "B"

Topographic effects ..... No

Seismic category..... D2

Roof snow loading ..... 25 psf

Assumed soil bearing capacity..... 1,500 psf

Subject to damage from:

- Weathering ..... moderate
- Frost line depth..... 12 inches
- Termite ..... slight to moderate
- Decay ..... slight to moderate

Air freezing index..... 1500

Winter design temperature ..... 22 degrees F

Summer design temperature ..... 85 degrees F